

On-the-Job Training (OJT) Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Instructions: Attach additional sheets as need. Trainer, Trainee, and DVR representative must initial each attachment. Original to DVR file. Make copies for the trainer and trainee.

Name and Address of Trainee

DVR ID Number

Course of Instruction

Date Training is to Begin

Date Training is to be Completed

Name and Address of Trainer

Reimbursement Schedule

The training fee will be paid monthly, or at intervals mutually agreed upon by both parties, and will reflect actual attendance by the trainee. The cost of the training fee will not be altered without written/stated consent of both parties.

Training Costs

_____ Hours of instruction @ \$_____.____

_____ Hours of instruction @ \$_____.____

Supplies

Fees for supplies furnished to the trainee by the trainer cannot exceed the amount specified above without written and/or stated consent of DVR. An itemized account of all supplies will accompany the billing statement.

Estimated cost of supplies \$_____.____

Total Costs

\$_____.____

Reports of Trainee Progress

Written reports will be completed monthly and forwarded to the DVR office by the 10th of each month for the previous reporting period and other reports, as mutually agreed upon, will be submitted to DVR.

Termination of the Training Agreement

Training shall not begin prior to receipt of authorized purchase order. Each party to this agreement may terminate this agreement at any time.

Notice to the Trainer

This agreement does not affect in any way your responsibilities under any federal, state, or local laws pertaining to employment, unemployment compensation, or worker's compensation.

Trainer Signature

Date Signed

VR Counselor Signature

Date Signed

Trainee Signature

Date Signed